



**DISTRICT OF COLUMBIA
DEPARTMENT OF HEALTH
HEALTH PROFESSIONAL LICENSING ADMINISTRATION
BOARD OF SOCIAL WORK**

To expedite the processing of your **NEW LICENSE APPLICATION** be sure to follow the instructions carefully before mailing your application package. It is important to send in all the required supporting documents listed below based on the method by which you are applying:

**Licensed Social Work Associate (LSWA)
Examination**
and
**Licensed Graduate Social Work (LGSW)
Examination**

Checklist of Supporting Documents required

You must apply for a Social Work license in the District of Columbia before you take the national examination. Upon Board approval, please contact ASWB at 1-888-579-3926 to schedule and make payment for the Exam.

A complete signed application for DC License.

Two (2) recent passport photos (2" X 2")

Social Security Number or a Sworn Affidavit

Name Change Documents

Three character reference forms

Degree in Social Work Transcript (in sealed envelope from issuing institution for school listed in #6A of application) or an official written request to the board from the university or school indicating the degree the student is expected to receive and the date that the student is expected to receive the degree.

Certification of education from Foreign Equivalency Determination Service of the Council on Social Work Education, if applicable

Fee must be in the form of Check, Money order or Certified Check Payable to DC Treasurer

\$230 for Application and License Fee

**Licensed Social Work Associate (LSWA)
Re-Examination**
and
**Licensed Graduate Social Work (LGSW)
Re-Examination**

A complete signed application for DC License.

Two (2) recent passport photos (2" X 2")

Social Security Number or a Sworn Affidavit

Name Change Documents

Fee must be in the form of Check, Money order or Certified Check Payable to DC Treasurer

\$85 for Re-Examination Fee